



CITY OF GERING

Job Posting Notice

Position Title: Library Assistant I – part time position

Department: Gering Public Library

Pay Scale: \$14.50 - \$17.50 per hour

Application Deadline: Position will remain open until filled; initial review of applications will begin at 4:00 p.m., Friday, January 31, 2025.

Job Description: Detailed Description Attached

The City of Gering Public Library is accepting applications for the part-time position of Library Assistant I. Hours for this position vary per week but do include days, evenings, & most Saturdays. This position involves, but is not limited to, working with the public on a regular basis, computer assistance, as well as clerical and technical duties. The library is seeking a creative, team-oriented person with computer and customer service experience. Previous library experience is desirable, but not required. Specific duties, responsibilities, and desired qualifications are available with the application form. Apply at the Gering Public Library, 1055 P Street, or 1025 P Street, Gering, NE 69341.

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

Please submit a completed application, including a cover letter.

Human Resources - City of Gering
1025 P Street/PO Box 687
Gering, NE 69341
Phone: 308-436-6848
sgoss@gering.org

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety ("see resume" is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. **A cover letter is required, please submit with the job application.**

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided in this application.

You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Reason for leaving

Company Name _____

Telephone _____

Address _____

Starting Pay _____

Supervisor's Name _____

Ending Pay _____

Job Title _____

Employment Dates:

Describe your work _____

From: _____

To: _____

Reason for leaving _____

Company Name _____

Telephone _____

Address _____

Starting Pay _____

Supervisor's Name _____

Ending Pay _____

Job Title _____

Employment Dates:

Describe your work _____

From: _____

To: _____

Reason for leaving _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:

1025 P Street
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to sgoss@gering.org

NOTE:

If submitted by email or fax, please understand that the original applications need to be mailed to the above address.



JOB DESCRIPTION

Title: Library Assistant I

Department: Library

Reports to: Library Director

Pay Grade: Parttime /3

Previous Revision Date: July 2024

Last Revision Date: January 2025

Type: Full Time Part Time Seasonal

FLSA: Exempt Salary

Non-Exempt Hourly

Union: Yes No

Safety Sensitive: Yes No

Job Summary:

Library Assistant I is a moderately skilled position responsible for performing routine computer and clerical work. This includes maintaining customer files and executing general circulation desk duties.

Essential Functions:

- Assist customers in locating materials and performing circulation desk duties such as checking books in and out and issuing library cards.
 - Assist customers with basic computer tasks.
 - Serve as a receptionist by answering telephones and greeting customers.
 - Maintain customer application files and databases.
 - Generate monthly reports using the Apollo system.
 - Maintain a daily cash drawer.
 - Assist in maintaining the library's collection and overall appearance.
 - Assist in the preparation and general maintenance of library displays.
 - Provide support to other library staff as needed.
 - Perform other duties as requested by the Library Director and/or Librarians.
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Qualifications:

1. Education and Experience:

- High School Diploma or equivalent.
- Must be 18 years of age or older.
- Previous library experience is beneficial.

2. Necessary Knowledge and Skills:

- Basic understanding of library systems, circulation techniques, and classification systems.
- Ability to operate office equipment such as computers, copiers, fax machines, and telephones.

- Strong oral and written communication skills.
 - Ability to establish effective working relationships with employees, supervisors, customers, and the general public.
 - Ability to handle situations firmly, courteously, and tactfully while respecting the rights of others.
 - Ability to follow established Library policies.
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Tools & Equipment Used:

- Library computer system, calculator, copy and fax machines, telephone, Cricut.

Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating office equipment.
- Occasionally required to sit, climb, balance, stoop, kneel, crawl, talk, and hear.
- Frequently lift and/or move up to 25 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

Work Environment:

- Generally quiet noise level
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Supervisory Responsibility:

- Generally none, but may supervise library pages, temporary personnel, or volunteers as assigned.
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Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:

Pat Heath

City Administrator

01/15/2025

Date